

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 16, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, and JOHN VAN DYCK

EXCUSED: BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Brown County Supervisor Harold Kaye and Chad Weininger (BC Administration)

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:20 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda.

B. Minutes There were no changes to the minutes. **Motion** by J. Van Dyck, seconded by N. Jeske, to approve the March meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

IV. LIBRARY BUSINESS

A. Information Services Report The March Technology Project Report was presented and there were no questions. B. Simons spoke with Dave Kieper from UWGB (CIO) about conducting a technology audit at the library. A couple options exist ranging from a 30-60 minute overview at no cost to a full-fledged study at a cost of approximately \$110 per hour. B. Simons will check with BCTS to see what information can be shared with an outside party. B. Simons talked with August Neverman (BCTS) and discussed the BCTS budget to understand how chargebacks are figured (a formula using number of staff and computers), etc. The library is only charged for staff computers –but our percentage is high. Brian wondered if we have any credit issued because of what the library's IT librarian is able to do which alleviates the workload of BCTS staff. Ultimately, there is no incentive with the formula used to calculate chargebacks. J. Van Dyck recommended moving forward with the free portion of the audit. B. Simons noted that the 2017 BCTS budget will reevaluate the equation to better represent the use of the systems. K. Pletcher attended the county steering committee meeting and reported that the SharePoint software application was discussed. Implementation would be at an additional cost allocated to county departments. While BCTS' budget was going up about 9%, A. Neverman indicated it was unlikely that department budgets would be increased. It was surmised that while SharePoint makes sense for BCTS, it wasn't clear how the library would benefit. BCTS is planning a demonstration/presentation for staff to attend.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault reported that the library has only received payment from three counties – two counties (Oconto and Outagamie) have not paid the bills that were due March 31. **Motion** by C. Buboltz, seconded by N. Jeske, to approve the March, 2015 financial statements and March, 2015 Gift, Grants and Donations as follows:

Brown County Library Gifts, Grants & Donations Report March 2015

Gifts & Donations

03/05/15	Central Donation Box (various donors)	26.20	Children's Garden
03/05/15	Dan & Eileen Rogers - In Memory of Frances Van Da Huvel	25.00	Genealogy/History Materials
03/05/15	Focus on Energy	225.24	Weyers-Hilliard Lighting
03/12/15	Friends of the Brown County Library	1,625.83	Class/Event Supplies
03/12/15	Local History & Genealogy Participants	404.00	Genealogy/History Materials
03/12/15	Linda Verboomen - In Memory of Craig Jones	25.00	Adult Fiction Materials
03/19/15	Branch Buddies of the Brown County Library	25.69	Southwest Classes/Events
03/25/15	Ashwaubenon Lioness Club	300.00	Ashwaubenon Classes/Events
03/25/15	Local History & Genealogy Participants	121.00	Genealogy/History Materials

03/01/15	Ashwaubenon	53.56	Donation Box
03/01/15	Bookmobile	5.00	Donation Box
03/01/15	East	82.28	Donation Box
03/01/15	Weyers/Hilliard	45.67	Donation Box
03/01/15	Central Circulation		Donation Box
03/01/15	Kress	15.28	Donation Box
03/01/15	Pulaski	7.00	Donation Box
03/01/15	Southwest	3.98	Donation Box
03/01/15	Wrightstown	17.88	Donation Box
Total Donations		\$ 3,008.61	

Federal & State Grants

3/31/2015	Nicolet Federated Library System	\$ 2,132.28	Collection Development
3/31/2015	Nicolet Federated Library System	255.00	Continuing Education
3/31/2015	Nicolet Federated Library System	\$ 6,250.00	Technology Grant
Total Grants		\$ 8,637.28	

Motion carried.

C. APPROVE AMENDED ANNUAL REPORT

The Annual Report was amended to include charges for Shawano County who checked out 25,095 items from Brown County Library. By charging them they can also charge us under new state law. Any charges would most likely net in the library's favor. **Motion** by J. Van Dyck, seconded by C. Bianchi, to approve the amended annual report. **Motion carried.**

D. APPROVE 2014 CARRYOVER FUNDS PLAN

There were no changes to the report that was presented in March. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the 2014 Carryover Funds Plan. **Motion carried.**

E. FACILITIES REPORT

1. Southwest Branch Addition Update C. Beyler reported that Administrative staff met with architect Ben Schenkelberg to review a paper draft of the plan. The Library requested and is expecting an electronic version of the plan to work with. Programming needs to be planned – specifying chairs, power, data, etc.

In an effort to expedite the bid process and to accommodate different committees and their schedules, J. Van Dyck suggested moving the Library Board meeting to May 14 and noted that a special meeting of Ed & Rec could be convened if necessary. H. Kaye indicated that the County Board is more concerned about the cost than the design. C. Buboltz noted that the board only has drawings – no specifications.

C. Beyler gave other facility updates. A new sound system for the Central Library's auditorium should arrive next week. There have been a couple showings of the Central Library's 3rd floor space that is available. One party looked at it for a second time along with a contractor. B. Simons noted that another party is working with the County Executive and the city's Economic Development Coordinator. He's not completely sure what they want to do but the potentiality for a business center is being explored. It was indicated that a business plan is under development. There has also been interest expressed by the Green Bay Area Public School System.

Harold Kaye left the meeting at 5:55 pm.

There has been much discussion related to the third floor and there are numerous options. A meeting of the Library Board's Facilities Committee will be set. It was agreed that visioning needs to take place to determine what image the library should have – a higher level concept. It was suggested that the Board consider a visioning retreat that includes professional architect services.

V. BUDGET

No report. J. Van Dyck suggested, as part of the budget planning process, that a list of services, programs, facilities, etc. that potentially would have to be cut to meet flat funding appropriated by the County Board be prepared.

VI. OLD BUSINESS

None.

VII. PERSONNEL COMMITTEE

The Committee met last week. A revision was made to the structure of performance level increasing the categories from three to four. The Personnel Committee supported and approved the changes. Additionally, the 1% pay plan/pool was reserved to fund Innovation Grants applied for by staff. Results of the first grant cycle will be prepared and reported at the June Library Board meeting. B. Simons stated that he views the Innovation Grants as a component of Continuing Education, giving the staff an opportunity to grow. The library will benefit as well.

VIII. NICOLET FEDERATED LIBRARY SYSTEM

K. Pletcher reported the NFLS initiated the strategic planning process and it is off to a good start. Bruce Smith from WILS (WI Library Services) is facilitating the process. There are many challenges but a lot of information has been gathered from library directors in the system which will contribute to the construction of a better plan.

IX. PRESIDENT'S REPORT

No report.

X. LIBRARY DIRECTOR'S REPORT

A letter from the Department of Public Instruction was received thanking K. Young for her participation in the ILEAD Wisconsin program. She is participating in one of five groups across the state. Her group is focusing on developing resources for public and school libraries to better collaborate. B. Simons noted that the library is lucky to have K. Young involved in this project as it is a point of distinction for the library. She is presenting at the upcoming WAPL library conference on internal leadership with a member of the Library Leadership group, and as part of a collaborative group is presenting the most important reports for libraries. Two other staff members are also presenting at WAPL on Future Favorite Reads, an online readers' advisory tool they created.

B. Simons has submitted a proposal on leadership and crucial conversations (how to have hard conversations) for the fall WLA conference.

K. Young will attend the American Library Association conference in San Francisco to present to the IMLS Board regarding a national grant in collaboration with Community Connect about the 'power patron'. The Community Connect takes powerful data and packages it in a way that is easy to act on and identifies the ways patrons use the library and analyzes library service as a whole. This information will be a big help in moving the library forward.

Letters of support for Bookmobile Bob were also received from Morrison Zion School and patron.

B. Simons and K. Young met with the Demco Community Engagement team and discussed options for library service in areas identified with a high poverty rate and also pockets of children age 5 and under overlap.

The Personnel Committee had asked B. Simons to conduct a SWOT analysis (his impressions only) and the results were shared in a written report to the Board. B. Simons believes the Community Engagement and Community Connect data can validate his observations. He noted that the identified weakness each has opportunities in them – some are long-term and others are short-term.

Four opportunities that will be addressed and hopefully implemented by end of the year are:

1. Create a marketing/adult programming team
2. Convert staff offices into study/meeting rooms
3. B. Simons will lead Lean Six Sigma project to create a core collection group that D. Cropper, Collection development Manager will lead.
4. Develop staff skills and the library's culture with a 'One Team – One Library' mission. This included changing supervisory expectations.

Short-term goals include expanding or getting help for the Local History and Genealogy Department; completing the BookBike project; and re-evaluating the library's behavior policy.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

XV. MEETING SUMMARY/NEXT MEETING PLANNING

Invite Ben Schenkelberg to the May 14 meeting.

XVI. ADJOURNMENT

Motion by C. Buboltz, seconded by J. Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:00 p.m.

NEXT REGULAR MEETING

May 14, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary